ISIS

Integrated Statewide Information Systems

ADVANCED GOVERNMENT

PURCHASING SYSTEM

(AGPS)

USER GUIDE

April, 1995

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INTRODUCTION

Purpose   The purpose of this User Guide is to provide users of the Advanced Government Purchasing System (AGPS) with a simple, useful reference tool to assist them in their use of the system. This User Guide should be used in conjunction with the training materials that have been provided at your installation. This document is meant to be practical in nature - that is, it is for employees who are 'hands on' users of the AGPS system to use when they need assistance entering valid data into the system. It is a reference document; as such it is not intended to provide detailed instructions about the purchasing function, nor does it contain descriptions of the computer programs that are a part of AGPS.

Structure   The AGPS User's Manual is structured in the following manner for ease of cross reference and use.

SECTION: Each section represents a process, i.e., maintaining the Agency Database, processing Requisitions, etc.

INTRODUCTION: An introduction to each section is provided to delineate its content and purpose.

Chapter: Each chapter (sub-section) will address all information, procedures and screens used for that process. The chapter(s) will address Concepts & Policies, Procedures, Documents, and Reports if applicable. Where required, cross-reference will be provided.

In Chapter 4 of each of those sections, the relevant AGPS tables are covered alphabetically with screen images, detailed descriptions of data fields, and explanations of the edits that AGPS performs to ensure that only valid data is entered.

SYSTEM CHARACTERISTICS

**On-Line
Organization
Of AGPS**

To understand AGPS, you must first understand how it is organized. All data must be entered into AGPS by the user, so that AGPS can perform its functions. Figures 1 and 2 provide composite pictures of AGPS. By analyzing the illustrations the user can get a general understanding of the dataflow within AGPS. In addition, listed below are the databases categorized as to their basic purpose.

REFERENCE DATABASES
1. Agency Database
2. Commodity Database
3. Basic Database
4. Text Database
5. Vendor Database
6. Approval Database

PROCESS DATABASES
1. Requisition Database
2. Solicitation Database
3. Order Database
4. Contract Database
5. History Database

Reference databases are the informational foundation of AGPS. All information with the exception of dollar amounts and some text changes must be in the Reference Databases. Information must be in the reference databases before the process databases can function. The interactive Process Databases use reference information contained in the Reference Databases during the purchasing processes.

ADVANCED GOVERNMENT PURCHASING SYSTEM

```
┌─────────────────┐                                               ┌─────────────────┐
│    PURCHASE      │                                               │    CONTRACT      │
│   REQUISITIONS   │                                               │    RELEASES      │
└─────────────────┘                                               └─────────────────┘
         │                                                                  │
         ▼                                                                  ▼
┌─────────────────┐              ┌─────────────────────────┐      ┌─────────────────────┐
│ EXTERNAL SYSTEM  │◄────────────►│          AGPS           │◄────►│ REFERENCE DATABASES  │
│   INTERFACES     │              │                         │      │  - AGENCY            │
└─────────────────┘              └─────────────────────────┘      │  - COMMODITY         │
                                              │                    │  - BASIC             │
                                              │                    │  - TEXT - T/C        │
                                              │                    │  - VENDOR            │
                                              │                    │  - APPROVAL          │
                                              │                    └─────────────────────┘
```

SOLICITATIONS	ORDERS	CONTRACTS	ON-LINE INFORMATION	PURCHASING MANAGEMENT TOOLS
-RFQS, RFPS, ITBS, OSBS -BID LISTS -BID OPENING SCHEDULES -BID TABULATION	-PURCHASE ORDERS -RELEASE ORDERS -BLANKET ORDERS -INTERAGENCY ORDERS -CHECK WITH ORDERS -WAIVER ORDERS -EMERGENCY ORDERS	-TERM CONTRACTS (BULLETINS) -SALES CONTRACTS -OTHER PARTY CONTRACTS	-DOCUMENT TRACKING/STATUS -HISTORY -REFERENCE DATA -AD HOC QUERIES	-FORECASTING SUPPORT -AUTOMATED SCHEDULING/ LEAD TIME HISTORY -PERFORMANCE/PROBLEM TRACKING -OPERATING AND MANAGEMENT REPORTING

AGPS INFORMATION FLOW

Getting Started
(Logon)   Logging on to AGPS consists of two phases. The first consists of the set of procedures which allow the user to access the mainframe computer system. To access the mainframe, bring up the following DOA screen.

```
95.035               DIVISION OF ADMINISTRATION  ACF/VTAM       TERM: DAT0075B
16:50                                                                 MODEL 3
                DDDDDDDDDDDDDDD     OOOOOOOOOOOOOOO     AAAAAAAAAAAAAAA
                DDDDDDDDDDDDDDD     OOOOOOOOOOOOOOO     AAAAAAAAAAAAAAA
                DDDDDD     DD    OO          OO    AAA          AA
                DDDDDD     DD    OOO         OO    AAA          AA
                DDDDDD     DD    OOO          OO   AAAAAAAAAAAAAA
                DDDDDD     DD    OOO          OO   AAAAAAAAAAAAAA
                DDDDDD     DD    OOO         OO    AAA          AA
                DDDDDD     DD    OOO        OO     AAA          AA
                DDDDDD     DD    OOO       OO      AAA          AA
                DDDDDD     DD    OOO      OO       AAA          AA
                DDDDDDDDDDDDDDD     OOOOOOOOOOOOOOO     AAA          AA


    message line 1.................................................
    message line 2.................................................


   PHONE (504) 342-4730 FOR ASSISTANCE


        APPLICATION            ENTER           APPLICATION        ENTER

     DOA PRODUCTION CICS       C            DOA   OSFA CICS       CL
     DOA     TEST    CICS      CT           DOA     TSO           T
     DOA  DEVELOP   CICS      DEV           DOA PAYROLL           CP
     DOA ISIS PRODUCTION       CI           DOA ISIS TEST         CJ
     HOUSE / SENATE COMP CTR CH             UNLISTED    APPLICATION NAME
```

At the cursor location, type **CI** and press enter. User will be brought to the screen on the following page.

```
DATE 02/02/95            DIVISION OF ADMINISTRATION           NETID:
DAT0039B
TIME 09:11:43           CICS - ISIS PRODUCTION SYSTEM      CICSID: $ACH

            BSGM0001  ENTER A TRANSACTION AND SIGNON IF NECESSARY.




                                TASK - ID:  ISIS

                                USER-ID:

                                PASSWORD:



   message line 1.............................................
   message line 2.............................................
   message line 3.............................................
```

The next step involves the logging on into ISIS, which consists primarily of providing the user ID and password for access. Each user will be assigned a User ID and a password to be entered at the above screen following ISIS. Please note that the password portion of the user ID will not appear on the screen as it is typed in. This feature is necessary to maintain security of passwords which becomes the signature of the user with respect to ISIS.

When phase one of the logon procedure has been successfully completed the following screen
will be displayed.

```
            IIIIIIIII    SSSSSSS    IIIIIIIII    SSSSSSS
            IIIIIIIII   SSSSSSSSS   IIIIIIIII   SSSSSSSSS
               III      SSSS           III      SSSS
               III      SSSSSSSS       III      SSSSSSSS
               III       SSSSSSSS      III       SSSSSSSS
               III           SSSS      III           SSSS
            IIIIIIIII   SSSSSSSSS   IIIIIIIII   SSSSSSSSS
            IIIIIIIII    SSSSSSS    IIIIIIIII    SSSSSSS

  I N T E G R A T E D   S T A T E W I D E   I N F O R M A T I O N   S Y S T E M

          1.   FINANCIAL MANAGEMENT APPLICATION
          2.   FINANCIAL MANAGEMENT PERSONAL COMPUTER INTERFACE
          3.   PURCHASING APPLICATION
          4.   PURCHASING PERSONAL COMPUTER INTERFACE
          X.   EXIT

     CHOOSE OPTION:


             USERID:
```

At the cursor location, type **3** and press enter. User will be brought to the AGPS screen on the following page.
(The USERID will be displayed and protected.)

Option 4 is for ad-hoc reporting and data extracts and will be provided at a later date.

This is the Advanced Government Purchasing System screen.

```
              THE  ADVANCED  GOVERNMENT  PURCHASING  SYSTEM

    AAAAAAAAAAAA         GGGGGGGGGGGG       PPPPPPPPPPPPP    SSSSSSSSSSS
    AAAA      AAAA        GGGG                 PPPP    PPPP    SSSS
   AAAAAAAAAAAAAA       GGGG   GGGGGGG       PPPPPPPPPPPPP    SSSSSSSSSSS
   AAAA      AAAA      GGGG       GGGG      PPPP                       SSSS
  AAAA       AAAA     GGGGGGGGGGGG         PPPP              SSSSSSSSSSS

              PLEASE  ENTER  FUNCTION  OR  SELECT  FROM  THE  MENU
                       **           **
                       1.   PURCHASING  ACTIVITY  MENU
                       2.   FILE  MAINTENANCE  MENU
                       3.   EXIT



    SCROLL ACTION......: T   LINE NUMBER:       LINE TOTAL: 0012
        message line 1.............................................
        message line 2.............................................
        message line 3.............................................
        message line 4.............................................
        message line 5.............................................
        message line 6.............................................
```

As a 'FUNCTION' the user may input a menu ID from the screen or the transaction ID of a specific screen. Upon pressing RETURN/ENTER the current screen will be replaced with a selected menu or the specific screen requested. This completes the LOGON to AGPS.

AGPS System Activities

Two general categories of activities are provided by AGPS. These activities consist of on-line entry and batch processing. The online activity is that activity used to input and record data in the system via a data entry terminal. All data input 'online' is immediately edited at time of input to insure consistency of data and prevent erroneous data from entering the system. Online data entry provides the basis for information which can be retrieved through the batch process, normally during off duty hours (nights and weekends). This user guide is a reference manual designed to guide the user through the online data entry activity.

Selecting a Transaction

Each screen in the system is identified by a four position name referred to as its transaction ID. Each screen allows the user to perform a particular function designed for that particular screen. A screen can be invoked from any AGPS screen by keying the transaction ID as the function and press RETURN/ENTER or by selecting a AGPS Menu by typing **MPAM** or **MFMM** as the function and press RETURN/ENTER (See Appendix D for detailed discussion of menus). Once the transaction has been selected and the appropriate screen displayed, the function used will specify the action to be accomplished by that transaction.

Within AGPS there are two methods of specifying the action to be taken. These two methods are governed by the specific screen and are referred to as function line screens and action line screens. These two methods are easily recognized by the format of the first line of a displayed screen.

FUNCTION LINE EXAMPLE

```
  ENTER FUNCTION:                     TRANS:    RQS4


  REQUISITION HEADER TABLE #2
```

ACTION LINE EXAMPLE

```
  ACTIION:     SCREEN:     RNTE USERID:   FRED


  REQUISITION NOTES TABLE:   KEY IS REQUISITION NUMBER
```

The action line screen is used only with certain system administrator screens, e.g., FORT, LEAF, PROG, STAB, etc. All other screens use the function line method. The action line method is required due to technical aspects of the system. As can be seen from the example the action line format begins with 'ACTION:' and the function line format begins with 'ENTER FUNCTION:'. The function line contains a twelve (12) position field used to input a function or transaction ID. The action line contains a two (2) position field for the action code and a four (4) position field for the transaction ID.

FUNCTION LINE FUNCTIONS

Functions are keyed in the Function Line. To use the following functions, the user must key the function in the Function Line and press RETURN/ENTER.

FUNCTIONS	DESCRIPTION
1. ADD or A	This function allows you to add a record to the database.
2. BACK	This function takes you back to the screen you just came from.
3. CHANGE or CHG or C	This function allows you to change a record already stored in the database. If the record is not found the system will default to an ADD.
4. CLEAR	This function allows the user to clear the current screen of all data except sensitive data and automatically brings up the screen for an ADD.
5. DELETE or DEL or D	This function will cause the system to delete the record(s) displayed on the screen from the database.
6. END	This function takes the user out of the AGPS application. If END is used in conjunction with the PAUSE function, the system will return the user to a previous screen.
7. GET or G	This function allows the user to retrieve specific records by entering the key of the desired record (This applies to text screens with a function line only).

8. INQUIRE or INQ
    or I   This function allows the user to scan all records in a given table by simply pressing enter.

9. PAUSE   This function allows the user to inquire a screen while in the add process. The system will automatically take the user to the specified screen, while still remembering which screen it came from. To return to the original screen the user must input **END** as the function.

10. UPDATE   Not currently used in this application.

11. AUTOSKIP   This is not a function that a user will input. It appears when the system has reached the end of a record string displayed as columnar data. It indicates that the system will skip to the next screen defined in the profile for that screen.

12.   Leaving the function blank for a given screen will cause the system to move to the next record in the database when RETURN/ENTER is pressed. The system reacts to a blank in the same manner as **INQUIRE**. If the user leaves the function blank and tabs off of the function line the system will move to the next screen in the profile for the current record.

13. Transaction ID   Inputting the transaction ID will cause the system to move to the screen selected. The record displayed will depend on the screen selected and the availability of that screen's key from the previous screen. If no key is available the system will display the first record from the database.

ACTION LINE FUNCTIONS

Functions are keyed in the Action Line. To use the following functions, the user must key the function in the Action Line and press RETURN/ENTER (applicable only to certain screens).

FUNCTIONS	DESCRIPTION
1. B	This function takes you back to the screen you just came from.
2. C	Changes non-key fields in all table entries on the screen to the values currently displayed.
3. E	Ends the current AGPS session.
4. S	Scans the requested record. The full key must be supplied for each record to be read.
5. L	The **L** action code will cause the system to leaf to the screen identified in the screen field.
6. P	This function can be used in two ways. The first is to key only P. This takes the user out of AGPS. To return to AGPS the user must key MCDC.
	The second way to use PAUSE, is to key P followed by a transaction entered in the screen field. AGPS will remember the current transaction and take the user to the new transaction. To return to the original transaction the user must key E in the Action Line. Up to three PAUSEs may be active at any time.

**Getting Off
(Logoff)**   To exit AGPS, move the cursor to the Function Line of any transaction, key END and press RETURN/ENTER. If the user is in a PAUSE mode, another transaction will appear. Repeat the above until all the PAUSE modes are cleared (Up to three PAUSEs can be active at a time). When a clear screen appears, key LOGOFF and press RETURN/ENTER. This will return you to the mainframe signon screen.

Security   Security in AGPS may be discussed from five separate viewpoints. First, signing on to AGPS. Second, ability to use certain screens. Third, ability to perform certain functions. Fourth, ability to access records. Fifth, ability to change certain data elements. Each of these are discussed below.

SIGNING ON TO AGPS

See this section for detail instructions on how to sign on and get started. In order to sign on to AGPS a user must have a valid USERID and password. USERIDs and passwords are maintained in the BAAT Table by the System Administrator. If the attempted USERID and password are not in the BAAT Table, the user will not be allowed to process past the AGPS sign on screen.

ABILITY TO USE CERTAIN SCREENS

Before a user is allowed to use AGPS, entries must be made in STAB Table (Security Table). This table defines the transactions that a USERID may access.

ABILITY TO PERFORM CERTAIN FUNCTIONS

The functions (add, change, inquire or delete) which a user may perform are identified in the STAB Table along with the transactions.

ABILITY TO ACCESS RECORDS

During the purchasing process, it is important that the persons from one organization not be able to see or change the purchasing documents from another organization. In order to accomplish this, on those sensitive documents, AGPS requires an agency number against which access is controlled. For requisitions, access is controlled using the requisitioning agency. For solicitations, access is controlled using the purchasing agency. For contracts, access is controlled by the purchasing agency. For orders, access is controlled using the purchasing agency.

   User:

   The record access controls will limit one organization from seeing or maintaining the purchasing documents belonging to another organization. Another organization is defined as one that is incompatible with the access agency codes in the BAAT Table for that USERID. The access agency codes are explained in Section 1, Installation Tables Maintenance (Access and Authorization (BAAT)).

   If a user has access to a requisition and the requisition is in the status code range of 100 - 199, the user may change the requisition. Once the status code moves into the 200 - 299 range, the user may see the requisition but not change it.

   Purchasing:

   There are two types of purchasing activities defined to AGPS - central purchasing and departmental purchasing. Central purchasing has access to <u>ALL</u> requisitions in AGPS. The departmental purchasing users have

access only to those requisitions controlled by their access agency codes in the BAAT Table.

ABILITY TO CHANGE DATA ELEMENTS

In AGPS, maintenance of certain sensitive data elements is controlled through the use of an authorization code. This code is held on the BAAT Table and when used it must match the USERID trying to use it.

Error Conditions

AGPS has been developed in such a way as to minimize the entry of erroneous data. The system can identify as an error any data which is obviously wrong or which conflicts with existing data or procedures. Each transaction procedure is capable of identifying data entry errors. When such an error occurs, an error message is displayed at the bottom of the screen. The last two display lines are reserved for error messages or messages which provide information to the user. Each error message consists of an error code and a message. The error code allows a technician to trace bad error messages, while the message indicates to the user the correction which must be made to process the transaction. Up to four (4) error messages may be displayed at the bottom of the screen. The system will not complete a transaction as long as errors exist. When errors have been successfully corrected the system will complete the transaction and display the messages 'SC08 PREVIOUS UPDATE SUCCESSFUL' and 'L030 UPDATE SCREEN PROCESSED'.

SINGLE RECORD PROCESSING

When the transaction is viewing a single record (as is the case with most AGPS transactions), AGPS generally moves the cursor to the upper-most offending field. The user must correct the error and press RETURN/ENTER again.

MULTIPLE RECORD PROCESSING

Some AGPS transactions view and process more than one record on the screen. When errors occur on these type transactions, there will be a number just to the left of the error message number referring to the record that is in error. Typically it will be 01, 02, 03 or 04. This tells the user which record is in error.

ABENDS

If, in normal processing, a user experiences and ABEND, make note of the process attempted, i.e., logon, add (in a screen), change, etc., and notify the System Administrator immediately with information for correction of ABEND condition.

NOTE: **All numeric amount fields in AGPS are signed ($\pm$) fields. As such, a numeric field of 9.2 in length may appear to be 10.2 in length. This also applies to amount field such as Requisition Line (RLI2) Unit Price. Additionally, some quantity fields may also be signed, e.g., Order Change Order Line Table (OCLN) Order Quantity.**

Finding Document Numbers

If you know the:	Find the REQ# on:	Find the SOLIC# on:	Find the Order# on:	Find the CONTRACT# on:
REQ#	******	RQS2	RLI3	RLI3
SOLIC#	SRQN	******	******	******
ORDER#	ORD2	ORD2	******	ORD2
CONTRACT#	KON2	KON2	******	******
AGENCY#	RANO	******	OANO	KANO
AGENCY REQ#	RARN	******	OARN	KARN

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